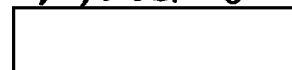


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Original to



8/23/65

OUTLINE FOR AUDIT OF COMPONENT RECORDS ADMINISTRATION PROGRAM

- I Has Program Been Established by Directive?
- II Scope of Program - Conformity to H. R.
- III Has Records Officers Position Been Designated By Directive?
- IV Is There a Current Position Description For R. O. Position?
- V Title and Grade of R. O.
- VI Actual Functions Performed by R. O.
- VII Training Completed By Records Officer
- VIII What Percent of R. O. Time Spent on R. M.
- IX Support Received By R. O. from Superiors
- X What Is R. O 's Attitude Towards a Career Service Program.
- XI Are All Component Records Covered By Records Control Schedules?
- XII Is the R. C. S. Current? Does It Conform to the Existing Organization Structure of Component?
- XIII Does the R. O. Submit Regular Periodic Reports on Program Status to Superiors?
- XIV Does R. O. Call on Agency R. A. S. for Guidance and Assistance?
- XV When Was Last Time R. O. Visited Records Center?
- XVI Is the Vital Records Schedule Current?
- XVII Does R. O. Have an Inventory of Filing Equipment?
- XVIII Does R. O. Review All Requests For Filing Equipment and Filing Supplies?
- XIX Are Administrative (Support) Records Kept In Accordance With Agency
HB
- XX Does R. O. Review All Requests For New or Revised Forms?
- XXI What Forms Files Has R. O. Established?

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OUTLINE OF PROGRAM FOR THE FUNCTIONAL EVALUATION OF RECORDS MANAGEMENT

I. Organization and Scope of Records Management Program

1. Organizational Location (Departmental)
2. Elements Included in Program
3. Number and Grades of Personnel in Central Staff
4. Is Program Decentralized to:
 - a. Departmental Bureaus
 - b. Field-Regional Offices
5. Number and Grades of Personnel In:
 - a. Departmental Bureaus
 - b. Field-Regional Offices
6. Directive Establishing Program Issued

II. Records Disposition Program

1. Total Agency Records (cubic feet) _____ as of _____
2. Percentage of Total Records covered by Agency Records Control Schedules
3. Percentage of Total Records: Permanent _____, Temporary _____, Indefinite _____
4. Percentage of Total Records in Records Centers _____; in Office Space.
5. Percentage of Total Records That Are:
 - a. Housekeeping (Personnel, Budget, etc.) _____
 - b. Program
6. Number and Grades of Personnel
 - a. Headquarters
 - b. Field

-2-

7. Handbooks and Other Instructional Material Prepared
8. Training Completed
 - a. Workshops
 - b. Personnel Trained - Number and Grades

III. Filing Systems

1. Have Official Systems Been Established for:
 - a. Housekeeping Records (Budget, Personnel, etc.)
 - b. Program-Operating Records
2. Kinds of Systems Established
3. Number of Installations Completed
4. Have Official File Stations Been Established
5. Have Handbooks and Other Instructional Media Been Prepared
6. Have Agency Personnel Been Trained in Filing Systems
 - a. Number of Workshops
 - b. Number of Personnel Trained
7. Number and Grades of Personnel
 - a. Departmental
 - b. Field

IV. Forms Management

1. Scope (Standards - Other Agency)
2. Number and Grades of Personnel
 - a. Departmental
 - b. Field

-3-

3. Types of Forms Files Established

- a. Numerical
- b. Functional
- c. Other

4. How is Control Exercised Over:

- a. New Forms
- b. Revised Forms
- c. Reprints

5. Total Forms in System

6. Does Program Include Control Over:

- a. Field
- b. Bureaus

7. Handbooks and Other Instructional Media Prepared

8. Training

- a. Number of Workshops Completed
- b. Number of Personnel Trained

V. Vital Records

- 1. Number and Grades of Personnel
- 2. Vital Records Deposit Schedules Prepared
- 3. Percentage of Agency Records (Vital)
- 4. Training
 - a. Number of Workshops Held
 - b. Number of Personnel Trained

-4-

5. Handbooks or Other Instructional Material
6. Number of Practice Alerts

VI. Correspondence Management

1. Number and Grades of Personnel
2. Scope of Program
3. Handbooks and Other Guides
4. Training
 - a. Number of Workshops Completed
 - b. Number of Personnel Trained

VII. Filing Equipment and Supplies

1. Standards Issued
2. Kinds and Types of Controls Exercised on:
 - a. Standard Equipment and Supplies
 - b. Nonstandard Equipment and Supplies
3. Number and Grades of Personnel
4. Handbooks and Guides Issued

VIII. Reports Management

1. Scope
2. Number and Grades of Personnel
3. Training
 - a. Workshops
 - b. Personnel Trained
4. Handbooks and Guides Issued

-5-

IX. Surveys

1. Scope
2. Content
3. Number Completed
4. Results - Proposals Adopted

X. Results From Records Management Program

1. Reporting Results to Top Management
 - a. Frequency of Reports
 - b. To Whom Sent
2. Tangible Results
3. Intangible Results
4. Method of Reporting
 - a. Charts
 - b. Other

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS			DATE	INITIALS
1	[Redacted] <i>for I G</i>				
2	<i>Thom 7549</i>				
3	<i>Att</i>				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		X INFORMATION		SIGNATURE	
Remarks:					
<p>Mike:</p> <p>Here is some of the information that you requested today. In addition, I have included an Inventory of Records Holdings for the current and previous Fiscal Years for the offices in the DDE Area.</p> <p>[Redacted]</p> <p>Chief, Records Administration Staff</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
604 - 1016 16th St.				11/17/65	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

<input checked="" type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	<div style="border: 1px solid black; width: 150px; height: 1.2em;"></div>				
2	3C-19, Headquarters				
3					
4	cc: <div style="border: 1px solid black; width: 100px; height: 1.2em;"></div> File				
5					
6					
<input type="checkbox"/>		ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>
<input type="checkbox"/>		APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>
<input type="checkbox"/>		COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>
<input type="checkbox"/>		CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>
<p>Remarks:</p> <p>Frank:</p> <p>Here are some copies of the Announcement of American University's After-Hours Training Course in Records and Paperwork Management. Based on the experiences of a number of Agency records management people who have successfully completed this course, I highly recommend it for all Records Administration Officers.</p> <p>Sponship by the Agency is appropriate when the person proposed is engaged in records management activities. Let me know if I can help you with arrangements.</p>					
		FOLD HERE			
		FROM: NAME, ADDRESS			
		PHONE NO.		DATE	
		Chief, RecAdminStaff			
		8/10/65			
<input checked="" type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	2E-32, Headquarters		
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

Mike:

Attached is a list of DDI Records
Officers per your request today.

Chief, Records Administration Staff

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

604 - 1016 16th St.

7/15/65

STAT

TRANSMITTAL SLIP		DATE 9 December 1965
TO: 		
ROOM NO. 7D-49	BUILDING Headquarters	
REMARKS:		
<p>Mike:</p> <p>The attached copy of Memorandum dated 7 December 1965 verifies that the IG inspection program can be a very effective tool in getting things done.</p> <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center;">Chief, Records Administration Staff</p>		
FROM:		
ROOM NO. 604	BUILDING 1016 16th Street	EXTENSION
<small>FORM NO. 241 1 FEB 55</small> <small>REPLACES FORM 36-8 WHICH MAY BE USED.</small> <small>GPO : 1957-O-439445 (47)</small>		

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TRANSMITTAL SLIP		DATE	6/30/65
TO:			S
ROOM NO.	BUILDING	11d Qtrs	
REMARKS:			
<p>Mike-</p> <p>attached are</p> <p>profiles for</p> <p>and</p> <p>A few supply there for</p> <p>other. Birds Cent. put</p> <p>if you need them -</p> <p>Jan -</p>			
FROM			S
ROOM NO.	BUILDING	FUTHERMAN	
604	10/6-16th		